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| Leukemia/Lymphoma Case Result Entry | | | | | | |
| **Purpose** | This procedure provides instructions for entering results for flow cytometry cases in CoPath and Sunquest (excluding immune status panels). All leukemia/lymphoma panels and MRDs must be reviewed and signed out by the assigned pathologist. Accessioning in CoPath assigns a case number, generates the pathology report which will be posted to the patient's medical record, and bills for testing performed. | | | | | |
| **Policy Statements** | This procedure applies to all laboratory technologists performing Flow Cytometry testing, the section  supervisor, and section pathologist. | | | | | |
| **Test Code** | LLP, MRD8 | | | | | |
|  | **Step** | Action | | | | **Related Document** |
| **Procedure**  **(CoPath Entry)** | 1 | Log in to CoPath. Under Favorites, select Accession Entry/Edit. | | | |  |
|  | 2 | Enter the patient's MRN in the "Patient Name or MRN" field and click "Search." If the patient has had any previous pathology cases, these will populate in the Specimens field. If the current specimen is associated with any other pathology cases, such as hematology or cytology, make note of the case number. | | | |  |
|  | 3 | Click "New Specimen." To the right of the "Encounter Number" field, click ellipses.jpg. Select the encounter under which the specimen was taken from the list. Ensure the service area is correct (e.g. HOC) as patients may have multiple encounters on the same date. | | | |  |
|  | 4 | Click ellipses.jpg next to the "Specimen Class" field and select FC (Flow Cytometry). The accession number will default to the next available. Click "OK." | | | |  |
|  | 5 | Under the "Source/Copy To" tab, use ellipses.jpg to select the Part Type. Update the Taken and Received dates and times as appropriate. For Submitting Physician, use ellipses.jpg to search for the ordering provider if not already populated. Additional physicians may be added to receive a copy of the report; if none, leave this field blank. Do not list the same provider in both the Submitting and Additional Physicians field. If the specimen had another associated case number, use the "Other Case Numbers" button to enter it. | | | |  |
|  | 6 | Switch to the "ADT/Staff" tab. Under Prosector, select the name of the tech that performed the flow testing. Under Pathologist, select the name of the pathologist who will be assigned the case. Click the "Fee Codes" button and choose the appropriate MD Interpretation billing code. | | | |  |
|  | 7 | Use the switch.jpg button on the menu bar to switch activities. Click "Yes" to save, then select "Histology Data Entry/Edit." | | | |  |
|  | 8 | Under the "Specimen" tab, in the "Protocol Check" field, click the check box under "Load" and use ellipses.jpg to select the "Add MOABs" flow protocol. Click "Run Protocol." Two charges will appear; one for the first antibody and another for all additional antibodies. Change the count of the additional antibodies so the total count is equal to the number of antigens tested. | | | |  |
|  | 9 | Use the switch.jpg button on the menu bar to switch activities. Click "Yes" to save, then select "Gross Description Data Entry/Edit." | | | |  |
|  | 10 | Select "Gross Description" and click the "Edit Text" button. The report will open in Microsoft Word. | | | |  |
|  | 11 | In Word, click quick.jpg at the top of the page (under CoPath tab) and choose one of the report templates. Fill in the appropriate information. Consult with assigned pathologist if unsure which format to use. | | | |  |
|  | 12 | In Word, click switch word.jpg to save and exit. A box will pop up asking if you would like to place it on pathologist's worklist; choose yes. Select "Final Diagnosis Entry/Edit." | | | |  |
|  | 13 | Select "Microscopic Description" and click the "Edit Text" button. The report will again open in Word. | | | |  |
|  | 14 | Click quick.jpg and select the flow specimen description template. Fill in the appropriate information. | | | |  |
|  | 15 | Click switch word.jpg to save and exit. A box will pop up again asking if you would like to place it on pathologist's worklist; choose yes. | | | |  |
|  | 16 | On the menu bar, select File > Close Specimen. | | | |  |
| **Result Reporting**  **(Sunquest)** | Function: MEM  Worksheet: FLOW  Enter Sunquest accession number  For LLP:  LLT (specimen type): PEBL, BMAR or other source as appropriate  OPATH (assigned pathologist): enter ;PATHOLOGIST NAME, MD  LEP (result): COPA  For MRD8:  ABN8: number of abnormal cells  SY16: number of Syto16 + singlets  (Sunquest will calculate MRD percentage. These numbers are hidden and do not post to Cerner.)  MRE8: COPA  A to accept results. | | | | | |
| **Historical Record** | **Version** | | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** | |
| 1 | | Amanda McCaustland | 08/28/20 | Initial Version | |